



GEORGIA DISTRICT OFFICE Request for Presentation

(Name of Organization) planning the event

Date of event: _____ Time: _____

Location of event: _____

Estimated # of Attendees: _____ individuals/businesses.

Target Audience: _____

Will LCD Projector and Laptop be provided? _____ Yes _____ No

Biography & Photo Needed? _____

English or Spanish _____

Yes, we would like an SBA representative to speak on the SBA topics checked below:

- _____ **Overview of SBA Programs and Services**
- _____ **8(a) Certification and, HUB-Zone**
- _____ **How to Do Business with the Federal Government**
- _____ **Financial Opportunities**
- _____ **Women Owned Small Business Contracting Program**
- _____ **Veteran Program**
- _____ **Other**

Please limit length of your speech to _____(Time)

_____ Yes, we would like an SBA representative to attend this event to network with our membership.

_____ Yes, please bring information pamphlets and handout material

Contact Person: _____

Telephone Number: _____

Requester's e-mail: _____

Note: Upon completion of the training workshop, SBA will need to obtain a copy of the registration form and Evaluation Forms completed by the participants. These documents are needed for reporting purposes only.